

## **Create an Item** An existing course now requires an exam. An item must be created for this exam. Step **Activity View** 1. Learning Select the Learning menu. 2. Select Items. ifems Swieduled Offerings Classes 3. Select Add New. 4. Select an Item type from the Item v \* Item Type: Type drop-down list. \* Item ID: Assessment Audio Revision Date: Briefing (MM/DD/YYYY) CD-ROM Revision Time: Certification (hh:mm AM/PM) Classroom Time Zone: Conferenc/Meeting Course Revision Number: Detail Document Title: Exam Shadow Assignment Classification: Video Web Based Source ID: 5. Complete the **Item ID** field. \* Item ID: (Check current AgLearn naming standards.) 6. Click the **Revision Date** Calendar Revision Date: icon to select and enter a revision (MM/DD/YYYY) date. 7. Enter a revision time in the Revision Time: Revision Time field. (hh:mm AM/PM) 8. Click the **Time Zone** Selection EST (Eastern Standard Time) icon to search for and enter a time zone. 9. Enter the revision number in the Revision Number: Revision Number field, if applicable.

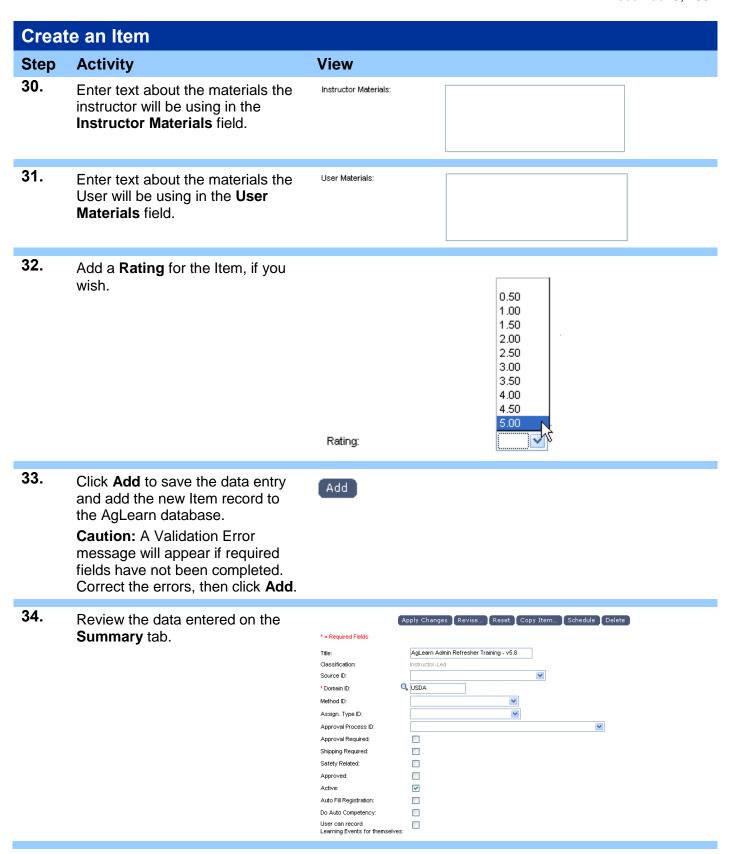


Create an Item				
Step	Activity	View		
10.	Enter the Item title into the <b>Title</b> field.	Title:		
11.	Click the <b>Source ID</b> Selection icon to search for and enter a Source ID.	Source ID:	<b>V</b>	
12.	Click the <b>Domain ID</b> Search icon to search for and enter a Domain ID.	* Domain ID:	Q PUBLIC	
13.	Click the <b>Method ID</b> Selection icon to search for and enter a Method ID.	Method ID:	<b>V</b>	
14.	Click the <b>Assign. Type ID</b> Selection icon to search for and enter an Assignment Type ID.	Assign. Type ID:	<b>V</b>	
15.	Click the <b>Approval Process ID</b> Selection icon to search for and enter an Approval Process ID.	Approval Process ID:	V	
16.	Select the <b>Approval Required</b> check box if the Item requires approval.	Approval Required:		
17.	Select the <b>Shipping Required</b> check box if the Item has needs to be shipped from its current location.	Shipping Required:		
18.	Select the <b>Safety Related</b> check box if the Item has been designated as safety-related.	Safety Related:		
19.	Select the <b>Approved</b> check box if the Item has been designated as approved.	Approved:		
20.	Select the <b>Active</b> check box if the Item has been designated as active.	Active:	✓	

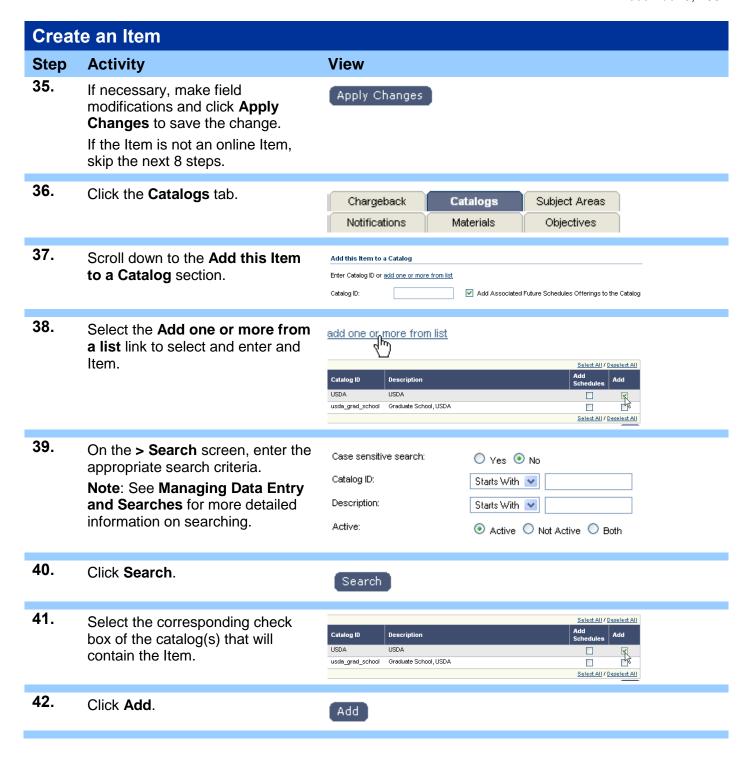


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21.	Select the <b>Auto Fill Registration</b> check box if the system should automatically replace Users who withdraw from the Item with Users on the waitlist.	Auto Fill Registration:		
22.	Select the <b>Do Auto Competency</b> check box if the Item should allow competencies to be automatically recorded when a learning event is completed.	Do Auto Competency:		
23.	Verify that the <b>Users can record Learning Events for themselves</b> check box is unchecked.	User can record Learning Events for themselves:		
24.	Check the Supervisors can record Learning Events for subordinates check box	Supervisors can record  Learning Events for subordinates:		
25.	Check the <b>Automatically create a community for this item</b> check box if you want AgLearn to create a Community for this Item.	Automatically create a community for this item:		
26.	Click the <b>Create Date</b> Calendar icon to select and enter an Item creation date. <b>Note:</b> The default date is the current date.	Create Date: 11/20/2006 (MM/DD/YYYY)		
27.	Enter in the <b>Registration Threshold Days</b> field the number of days that the User must wait to register again for this Item.	Registration Threshold Days: (1000,001)		
28.	Enter a description of the Item in the <b>Description</b> field.	Description:		
29.	Enter any comments on the Item in the <b>Comments</b> field.	Comments:		









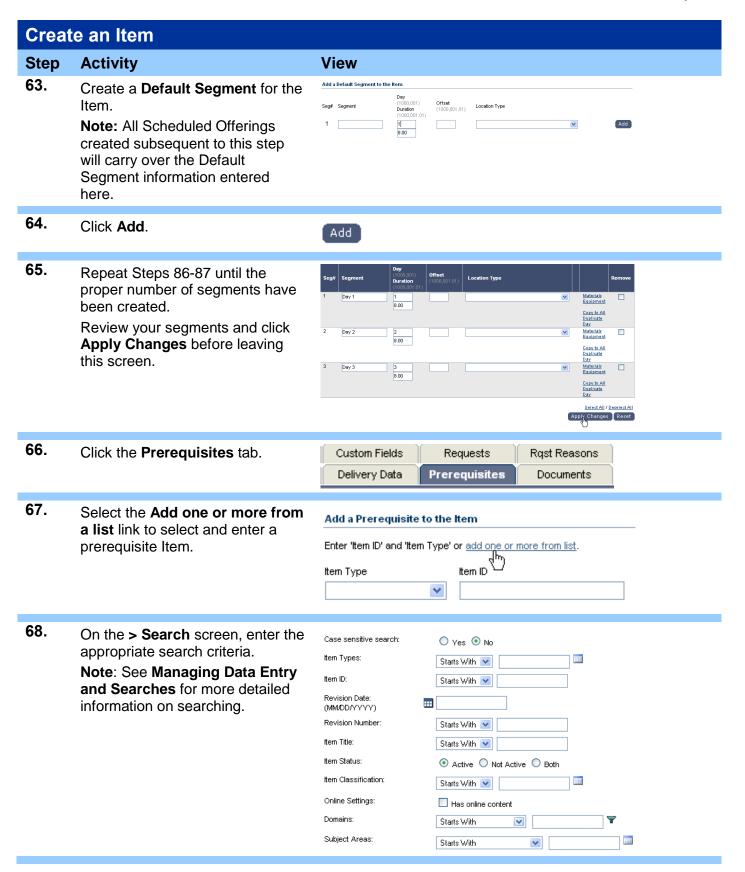


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43.	Select a <b>Flag</b> , if necessary.	Catalog Options  Flag: Until: (MM/DD/YYYY) Reason: Expires: (MM/DD/YYYY)	
44.	Indicate the last day of the flag's appearance.	Until: (MM/DD/YYYY)	
<b>45</b> .	Enter text in the <b>Reason</b> field that will appear to the User when the cursor is passed over this Item in the catalog.	Reason:	
46.	Enter an expiration date for the Item in the <b>Expires</b> field, if necessary.	Expires: (MM/DD/YYYY)	
47.	Click the <b>Design Data</b> tab.	Curricula Competencies Custom Fields Summary Design Data Delivery Data	
48.	Enter the name of the person who created the revision of the Item in the <b>Reviser</b> field.	Reviser:	
49.	Enter the name of the person who approved this revision of the Item in the <b>Approved By</b> field.	Approved By:	
50.	Enter the actual time spent learning, in hours, in the <b>Contact Hours</b> field. <b>Note</b> : Contact hours should equal the actual time spent in the classroom, or engaged in learning. The time should include breaks but exclude lunch.	Contact Hours: (1000,001.01)	
51.	Enter the date that the revision of the Item was approved in the <b>Approval Date</b> field.	Approval Date: (MM/DD/YYYY)	

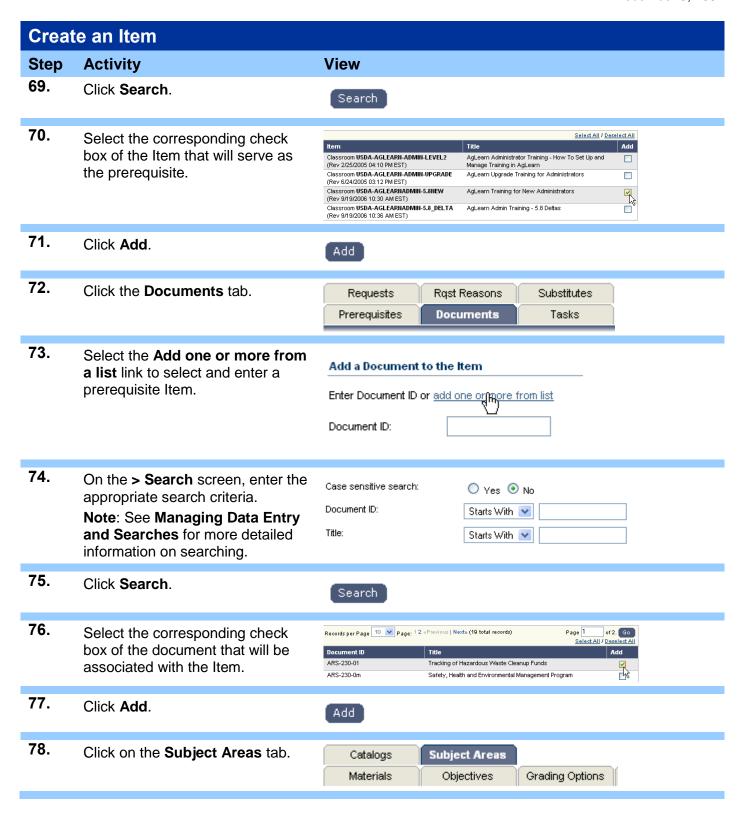


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52.	Enter the credit hours for the Item in the <b>Credit Hours</b> field.	Credit Hours: (1000,001.01)
53.	Enter information to describe the lesson and the audience in the respective fields.	Lesson: Audience: Full training for experienced Aglearn
54.	Enter the e-mail address of a contact person with regard to the design of this Item in the Contact's Email field.	Contact's Email: teamaglearn@usda.gov
55.	Describe the goals of the Item in the Item Goals field.	You will learn valuable safeguards in computer security, such as protecting your computer against viruses and attacks, and handling sensitive information. After tem Goals:  tem Goals:  Awareness and Training, which is legislatively mandated.
56.	Enter how long, in days, a User has to complete this Item once it has been assigned in the <b>Default Initial Period</b> field.	Default Initial Assignments: Initial Number: (1000,001) Initial Basis: ○ Calendar
<b>57</b> .	Enter how frequently, in days, a User must be retrained on this Item in the <b>Default Retraining Period</b> field.	Default Retraining Assignments: Retraining Number: (1000,001) Retraining Basis: ○ Calendar
58.	Click the <b>Delivery Data</b> tab.	Competencies Custom Fields Requests  Design Data Delivery Data Prerequisites
59.	Enter the minimum number of students that must be enrolled to avoid canceling any Scheduled Offerings of this Item.	Minimum Registration: (1000,001)
60.	Enter the maximum number of students that may be enrolled in any Scheduled Offering for this Item.	Max Registration: (1000,001)
61.	Check the <b>Self-Registration</b> box if Users will be permitted to self-enroll online.	Self Registration:
62.	Click Apply Changes.	Apply Changes

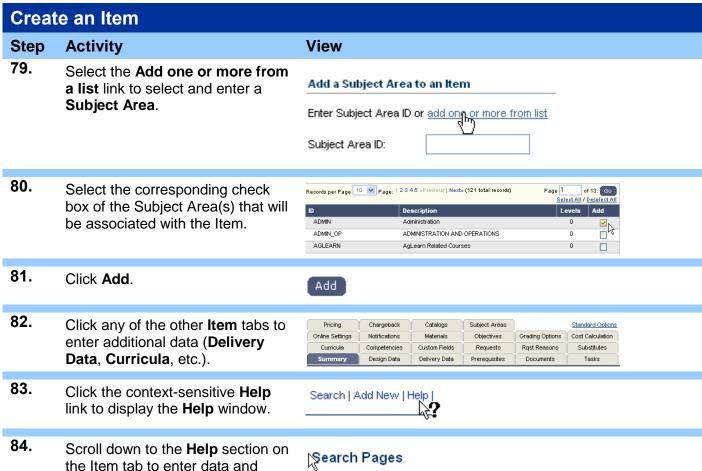












Scroll down to the **Help** section on the Item tab to enter data and review the contents before entering the data on that tab.

The **Search Page** makes finding your searches easier and faster. The search pages allow you to set multiple layers of filters to narrow the scope of your search. Most filters are hyperlinked to a corresponding **Create Filter** page. You will see two types of search pages: the Simple Search and the Advanced Search. Both are designed to help refine the search results.

The **Simple Search** pages provide the most commonly used fields and identifiers to define the scope of the result. The **Advanced Search** pages provide more possible combinations of criteria to conduct the search than the Simple Search page. The Advanced Search pages display all of the options provided by the system to define the scope of the search for the selected entry.

It is important to note that the search function is critical for most workflows in the LMS including viewing and the use of wizards

Sample **Search Diagrams** are available by clicking the **<example >** link throughout this page.



## **Create an Item Activity** Step **View** 85. Edit the Design Data for the Item Enter associated data in the tab Apply Changes Reset screen data fields. Reviser: Contact Hours: Approved By: Approval Date: Credit Hours: (1000,001.01) CPE Hours: (1000,001.01) Lesson: Audience: Full training for experienced Aglearn Default Initial Assignments: Initial Number: Initial Period: (1000,001) Initial Basis: Default Retraining Assignments: Retraining Number: Days 💌 Retraining Period: Retraining Basis: dana.king@usda.gov Contact's Email: The better acquaint (or re-acquaint) experienced administrators with AgLearn's capabilities and approved USDA methods. Item Goals: 86. Click Apply Changes to save the Apply Changes entered information. 87. Repeat the previous five steps, if Subject Areas Pricing Chargeback Standard Options Online Settings Notifications Materials Objectives Grading Options Cost Calculation necessary, for each Item tab. Curricula Competencies Custom Fields Requests Rqst Reasons Substitutes Delivery Data Tasks